

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-220 **Issue Date:** 11-18-15 **Closing Date:** 11-24-15

**Health Information Technician**  
**Behavioral Health**  
**Department of Human Services**  
**Hourly Wage: \$15.29/Regular/Full-Time**

Position functions in a hybrid (paper/electronic) medical record environment, alternating between abstracting and coding pertinent outpatient medical data from the medical record into the Resource Patient Management System (RPMS) and analyzing medical data entered by the clinician into the Electronic Health Record (EHR). The health record is the key to all patient treatment and is the prime means of communication and continuity of quality patient care. The services performed by this position have far reaching effect, i.e., the means of communication for patient care, the establishment of and prompt delivery of legal documents to enhance patient confidentiality and a means of meeting accreditation requirements.

**Knowledge, Skills and Abilities:**

- Knowledge of medical terminology and standard abbreviations in order to scan reports and complete PCC's.
- Knowledge of function and organization structure of Yakama Nation Behavioral Health Services.
- Knowledge of HIPAA and its confidentiality policies and procedures.
- Knowledge of Resource Patient Management System (RPMS) patient registration system or other software experience.
- Knowledge of Electronic Health Records (EHR) and ability to scan, organize and retrieve health record information.
- Knowledge of ICD 10 requirements.
- Ability and knowledge of computer hardware, software, graphic user interface, Word and Excel.

**General Recruiting Indicators:**

- Candidates must provide proof of educational background in medical/billing/coding. Candidates must have 52 weeks of specialized coding and billable experience.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid driver license.
- Performs coding and data entry of all Patient Care Component (PCC) forms which include a wide range of health care data resulting from outpatient and inpatient services.